



May 1956

25X1 1. Effective 7 May 1956 JOT [redacted] is attached to
25X1 [redacted] according to the agreement reached between [redacted]
25X1 and [redacted] of the JOT Program. This attachment
25X1 will be for a period of twelve to eighteen months at the end of which
25X1 time it will be decided whether [redacted] will continue the attachment,
go overseas with [redacted] or be attached to another office.

25X1 2. [redacted] is attached to [redacted] to learn the Headquarters
procedures of an area desk and to be trained as a [redacted] speaker.
This training taken as a whole is meant to prepare the individual for
eventual overseas assignment.

25X1 3. [redacted] is to begin a six to nine months intensive [redacted]
25X1 language course in June 1956. The JOT Program will support the Trainee
25X1 with any additional special training which [redacted] may find necessary
so that the Trainee may perform his tasks in an adequate manner.

5X1 4. It is requested that the Time and Attendance Clerk of [redacted]
keep [redacted] time and attendance record during the period of this
attachment. Any leave will be worked out with the supervisor, and
final approval will be given by the Chief/JOTP. Overtime will be
reimbursed only if it has been authorized and approved by the Chief/JOTP
prior to performance.

5. The Trainee is required to furnish the Chief/JOTP with a
report on his progress at the end of the first, second, fourth, sixth,
ninth, and twelfth months of his attachment covering the type of work
that he has been doing and the plans that are being made for his
further training.

These reports must come through the supervisor's office prior
to acceptance by the Chief/JOTP. A representative of the JOT Program
will consult with the supervisor from time to time on the progress and
development of the JOT in this training situation.

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25X1 6. It is requested that the supervisor prepare and send to the Chief/JTP at the earliest practicable time an outline of the activities which the Trainee will be pursuing during the next twelve to eighteen months. It will be understood by this Office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of [redacted].

MATTHEW BAIRD